



JOB POSTING

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0023

ISSUE DATE: April 6, 2016

TITLE: Assistant Division Director
(Controller)

CLOSING DATE: April 10, 2016

DIVISION / UNIT: Sandy Recovery Division

SALARY RANGE: &98: \$100,000-\$110,000

LOCATION: 101 S. Broad Street Trenton, New Jersey

POSITIONS: 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

In concert with the Division Senior Leadership, under the direction of the Division Director, direct the operations and staff for Accounts Payable management ensuring the timely payment of bills in accordance with contracts/task orders. Initiate/directs improvements in work flows and systems to support increased efficiencies while tracking the aging accounts payable. Oversee development of program activity budgets and tracking of actuals against the budgets ensuring available funds. Develops processes and systems to ensure daily reconciliation of Federal system (DRGR), State Treasury (CFS) and SRD system of record (SIROMS). Oversee various HUD reporting requirements including quarterly performance reporting across SRD and all program partners, including reconciling financial and metric data across all systems.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree. (Master's degree preferred.)

EXPERIENCE

Six (6) years of experience in a public or private organization involved in programs providing social/community services to a specific client population, three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

PREFERRED QUALIFICATIONS:

Experience in management of housing programs, urban planning, public administration, housing finance and development, or redevelopment highly desired. Documented and specific experience in overseeing the implementation of compliance requirements for CDBG programs. Experience with program tracking and evaluation preferred. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0023
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer